



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ED27-VIB-SOP-001
BASELINE
8/9/99

STANDARD OPERATING PROCEDURE

ED27 / Vibration, Acoustics, and
Shock Team

CONTROL OF QUALITY RECORDS IN VIBRATION EAST

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

ED27 / Vibration, Acoustics, and Shock Team		
Control of Quality Records in Vibration East	ED27-VIB-SOP-001	Revision: Baseline
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Status (Baseline / Revision / Canceled)	Document Revision	Document Date	Description
Baseline		8/9/99	Document converted from ED73-VIB-SOP-001 Rev. A. Organizational changes. Reference document number changes. Combined Sections 4.2 and 4.3 into one backup operation.

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1. INTRODUCTION

1.1 Scope This procedure defines the system used to control quality records in Vibration East.

1.2 Purpose This procedure defines the system to fulfill the requirements of ED27-OWI-M&V-002 Quality Records Control.

1.3 Applicability This procedure applies to quality records controlled by the Vibration East.

2. DOCUMENTS

2.1 Applicable Documents
NONE

2.2 Referenced Documents
ED27-OWI-M&V-002 Quality Records Control

3. DEFINITIONS

3.1 Test and Checkout Procedure (TCP) A document that defines the sequence of events to perform a specific test.

4. INSTRUCTIONS

4.1 Raw Data Magnetic Tapes The magnetic tapes used to record the raw instrumentation time data from dynamics testing will be kept for a minimum of 5 years from the test date. Each tape will be labeled with the TCP number and the test date and stored in Room 148A. Associated tape recorder data sheets will be filed in Room 148A.

4.2 Back Up System Files The vibration control system project files and source code will be backed up on magnetic tape every 3 months and stored for 5 years. Each tape will be labeled with the words 'Full Backup', the system identification, and the backup date. The tapes will be stored in Room 148A.

4.3 Video Tapes Video tapes will be kept when required by TCP or when the Test Engineer determines that the tape contains information required to document some aspect of the test. Tapes will be kept for a minimum of 5 years from the test date. Each tape will be labeled with the TCP number and the test date and stored in Room 148A.

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4.4 Calibration Records Calibration records will be kept in Room 148A and retained for at least the last 4 calibration cycles. Information kept on computer will be backed up at least every three months. Back up disks and tapes will be labeled and stored in Room 148A. Back ups will be retained until the next backup.

4.5 Software Verifications Software verifications will be stored in Room 148A for as long as the software is kept.

4.6 Test Equipment List For all calibrated items, the record will contain ECN, name, manufacturer, model number, serial number, category, calibration contact, last calibration date, and calibration due date. The list will be maintained current. Information kept on computer will be backed up at least every three months. Back up disks and tapes will be labeled and stored in Room 148A. Back ups will be retained until the next backup.

4.7 Disposition Reports Disposition reports will be stored in Room 148A. Disposition reports will be retained for a minimum of one year. Information kept on computer will be backed up at least every three months. Back up disks and tapes will be labeled and stored in Room 148A. Back ups will be retained until the next backup.

5. QUALITY RECORDS

5.1 Raw Data Magnetic Tapes

5.2 Back Up Project Data

5.3 Back Up Source Code

5.4 Video Tapes

5.5 Calibration Records

5.6 Software Verifications

5.7 Test Equipment List

5.8 Disposition Reports

6. NOTES

Quality Records may be excessed or reused, as appropriate, after their retention time has expired.